



JOB DESCRIPTION

Position title: Partner Solutions Coordinator
Reports to: EASL Business Development Manager
Location: EASL office
Occupation: 100%

The Association:

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL has approximately 5,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools, and related educational meetings. More recently, EASL has also established a broad collection of online education and digital tools. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

Mission:

EASL is looking for a passionate and experienced Partner Solutions Coordinator to join its Business Development Department. The mission of the EASL Partner Solutions Coordinator is to ensure the delivery of sponsorship programmes for our congresses and digital events. He/she must guarantee a high level of customer success for EASL industry partners, thereby contributing to customer satisfaction, loyalty and sustained commitment to EASL.

Function:

To drive the delivery of congress and digital event sponsorship, to accompany sponsors and to collaborate with vendors, suppliers, and cross-functional EASL teams.

Key responsibilities include:

- Develop and maintain strong and sustainable partner relationships
- Project coordination of event delivery and sponsorship solutions
- Ongoing monitoring of projects and proactively eliminating risks
- Regular reporting and presenting on deliverables
- Post event fulfilment reports to sponsors
- Support EASL management on new projects

Major duties and responsibilities:

Project Management:

- Independently ensure the organisation, delivery and follow-up of the entire industry offer for congresses and events as defined by the management.
- Promote EASL products and services to the industry, negotiate and upsell the sales of these products and services.
- Promote and reinforce EASL value proposition, standards, interests, and values
- Develop specific communication plans in collaboration with internal teams (i.e. website, online order platform, mailings, publication, etc..) to ensure the successful dissemination of commercial information.
- Manage the creation of sponsorship assets, internally and externally (lead retrievals system, mini programme, publications onsite or on digital event platform).
- Maintain a strong and sustainable partner relationship through calls, emails, mailings, face to face meetings and meetings at conventions.
- Lead and project manage unique client requests, commercial questions and where appropriate provide consulting and guidance to aid account managers with decision-making related to partner requests.
- Collect and analyse KPIs to propose improvements and development of new initiatives.

Sales:

- Collaborate within the Business Development Department and with other teams by sharing insights and recommendations to constantly improve the sales offer and results for sponsors.
- KPI reporting and analysis to propose improvements and development of new initiatives.
- Participate in revenue growth by finding products and innovative solutions that respond to commercial challenges and changing consumer behaviours.
- Participate in sales calls, provide pre-sales support, assist with proposals, pricing strategy.
- Prepare all the elements of the industry offer for sponsors, e.g., Industry sales documentation, Exhibition design on AutoCad, Debriefs and Post event reports.
- Provide management with regular project status reports and updates.

Administrative support and reporting:

- Coordinate all activities related to the industry offer with sponsors as well as with partners and suppliers (preparation and updates of industry offer, reassessment of prices and costs, industry site visit, relations with convention centre, forwarder/lifter, catering, security, ...).
- Produce standard of procedures (SOP) documentation to constantly improve delivery processes within the business development team and in collaboration with cross-functional departments.
- Recommend appropriate measures to enhance effectiveness and efficiency.
- Ensure compliance procedures with MEDTECH and EFPIA conference vetting systems.
- Liaise with Scientific Programmes Department regarding compliance with UEMS CME Accreditation rules.

Events: Onsite responsibilities

- Organise each step of the delivery of the industry offer to ensure optimal service and customer satisfaction.
- Organise the industry site visits.
- Enable partner success through continuous, outstanding industry services, ensuring they experience positive and successful partnerships.

Qualifications and experience

- English native preferred
- Business School Graduate or equivalent
- Professional experience: minimum 2 years in a similar position
- Track record in sales and new business development
- IT literate
- Events industry or hospitality background preferred
- Event marketing knowledge a plus
- Experience in the association, NGO or related sectors is a plus

Additional requirements:

- Excellent interpersonal & communication skills
- Team player
- Autonomous
- Rigorous and committed to achieve standards of excellence
- Excellent presentation skills
- Strong organisational skills
- Solid reporting methodology
- Detail orientated and accurate
- Able to travel regularly
- Resilience, ability to handle irregular workload, peaks and troughs

What we offer:

European Association for the Study of the Liver

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easloffice@easloffice.eu | www.easl.eu



- Flexible working hours
- Possibility of remote work
- Great remuneration package
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- Job security, integration into EASL Office team and EASL leadership governance community
- One to one management and mentoring
- Career development guidance and opportunity

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to recruitments@easloffice.eu

Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for a first round of interview. Thank you for your understanding.